



Franklin County Benefits  
& Risk Management Department  
373 South High Street, 25th Floor  
Columbus, Ohio 43215

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Benefits Analyst (Non-Bargaining) **PCN:** 060426

**REPORTS TO:** Employee Benefits Supervisor **P.G.:** N14

**RESPONSIBILITIES:** Key focus is to improve upon current benefits communication strategy, including composing, editing, design, print and distribution of newsletters, benefit guides, presentations, etc. Coordinate website, video production, and webinars. Create and conduct employee surveys. Monitor external communications, including evaluating and approving vendor communications (e.g., review and edit summary plan descriptions (SPD) for compliance, vendor letters, websites and emails, etc.). Coordinate benefits communication strategy with Wellness and Risk needs.

Assist the Supervisor in maintaining and improving existing operational procedures to ensure compliance with applicable policies and contracts. Respond to and interact with County employees, human resource/payroll representatives and elected officials, vendors and occasionally consultants and bargaining unit representatives. Oversee and monitor various programs, including voluntary disability, flexible spending accounts; new program implementation, enrollment, premium billing, payroll deductions, certificate approval, etc. Participate in the review and evaluation of proposals for new employee benefit vendors, products and programs. Provide advice to and answer questions from employees and dependents.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in human resources, journalism, or related field with three (3) years of health benefits or related experience; or any equivalent combination of training and experience.

**PREFERRED QUALIFICATIONS:** In depth print and electronic communications experience strongly preferred. Preference will be given to applicants with experience in employee benefits or the health insurance field. Experience coordinating website designs a plus.

**STARTING SALARY:** \$21.57/hour, plus a comprehensive benefits package  
180 Day Probationary Period

**DATE POSTED:** Friday, February 26, 2016

**DEADLINE FOR APPLYING:** Friday, March 25, 2016

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

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